



## Chicago Local Section Administration Form 2019

Local Section Administration Form - Governance	
1. How many times did the executive committee conduct governance business during 2019?*	10
2. How many members were there in the executive committee during 2019?*	37
3. How did the executive committee communicate with one another during 2019?*(Check all that apply.)	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> ACS Network <input checked="" type="checkbox"/> Other - GoToMeeting
4. What percentage of your councilors were in official attendance at the Spring and Fall ACS Council meetings?*	95%
5. Did a member of your local section attend the Local Section Leaders Track at the 2019 ACS Leadership Institute?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. Did your local section have a succession and/or leadership development plan during 2019?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. How did your local section identify future leaders and get them into the leadership pipeline during 2019?*(Check all that apply.)	<input checked="" type="checkbox"/> Self-nomination <input checked="" type="checkbox"/> Solicitation or advertising <input checked="" type="checkbox"/> Identify active committee members <input type="checkbox"/> Formal leadership training <input type="checkbox"/> Long term plan <input checked="" type="checkbox"/> Outreach to new members <input type="checkbox"/> Arm-twisting <input type="checkbox"/> Other -
8. Did your local section conduct an officer election during 2019? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Did your local section conduct its elections electronically during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
9a. If the response to 9 (above question) is Yes, please list what tool you used to conduct elections.*	Association Voting www.associationvoting.com
10. How many members voted in your local section officer election in 2019?*	434
Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your section. In questions 12 and 13, do not feel limited by having spaces indicated for the top three goals. Other goals can be added in the comment box if needed.	

11. 2019 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:\*

The number of folks serving on our Board of Directors and various committees is expanding, and we are proud to have recruited a dozen new volunteers who are serving in associated roles to bring fresh perspective and new energy. In doing so, we have purposefully reached out to women chemists in the Chicago ACS community, and this initiative has diversified us considerably as women constitute the majority of our new volunteers. To aid in orientation and retention on our board and committees and to spread an aura of welcome, folks new to our operations have each been assigned a personal mentor who is a veteran, senior member of the board. These mentors engage our new volunteers in explaining policies and procedures and informing them about our annual cycle of activities.

We made it a goal for 2019 to engage in much needed strategic planning to ensure that Chicago ACS can best fulfill its long-term mission – to encourage the advancement of the chemical sciences and their practitioners. Our sincere hope is that in doing so we will be even better situated to partner with local industrial and academic institutions to support the Chicagoland chemistry community and to develop a culture that gives back to our young chemistry students, while promoting diversity, inclusion, safety, and ethics in all we do.

In this spirit, a new modernized and streamlined board structure was unanimously approved by the board, along with the associated changes to our Policy Declarations. Five divisions will now compose the Chicago ACS board – Administration, Communication, Education & Outreach, Membership, and Science. Our various committees have been grouped within this division structure where common themes, goals, and purposes align. Within this structure, we have eliminated “committees of one,” where goals are tough to achieve due to a deficiency of people assigned to them. We have purposefully included a means for succession planning for our Committee Chair and Division Chair roles and a mentoring strategy for the people working within them. This was the result of many months of diligent discussions by an assigned Strategic Planning Team. This new structure will be instituted in January of 2020, hopefully bringing us newfound efficiency, impact, and effectiveness.

Under the leadership of our Environmental and Lab Safety Committee, we have adopted a new culture to promote laboratory safety using a “Safety First Minute.” This entails a very brief presentation at all our board meetings and program meetings that educates on a safety-related item. The information contained in these presentations has been included each month in The Chemical Bulletin - our monthly news publication. Considering that ACS advocates for the safe practice of chemistry across disciplines, at every age, and in every organization, we are delighted by the positive reception from the Chicago ACS community regarding the Safety First Minute.

We continue to maintain a record of accomplishments that demonstrates our impact. We are honored to be the recipients of two ChemLuminary Awards in 2019 for Most Innovative New Activity or Program and Local Section Government Affairs. We started a creative new “Who Is This?” column in the Chemical Bulletin and activity at program meetings to identify individuals in the photographic archives of the section. We collaborated with the Chemical Industry Council of Illinois in a state advocacy workshop to represent the interests of the chemical industry in the state of Illinois. This was followed by legislator meetings.

Our monthly program events have been well attended and we have been blessed by a variety of excellent program speakers. We are thankful to all of the institutions who have kindly hosted our meetings. We especially thank Northwestern University for hosting our National Chemistry Week activities, in which many volunteers from a variety of organizations – academic, industrial, and government – came together for an excellent public outreach event around the theme “Marvelous Metals.” Our NCW planning team devised a brilliant array of family-friendly chemistry demos to exhibit.

	We addressed many of our challenges over this past year by carrying out much needed strategic planning, as stated above. This resulted in a new structure for our Board of Directors, more efficient Board meetings, and many fresh recruits for our Board and committees. However, other challenges still remain. Attendance at programming events is much less than we would like, membership within the section continues to decline, and we continue to have minimal involvement with the area chemical industry compared to academics.
12. 2020 Chair's goals for the Section	
a. Please list your top 3 goals:	Give clarity to the members (and nonmembers), the value of being a member.
	Work with our new governance to strengthen the committee structure and plan for succession.
	Work toward rebuilding relationships with industry and get them to be more involved with the Section
b. What are your concerns and challenges?*	With the advent of a new governance and the assignment of new individuals to the different committees, I may step on established toes and see expertise disappear. The hope is that mentorship will grow in the new system and likewise succession of older members to newer members will revitalize what had become a bit stagnant. Last year was a huge year for revitalization so the question for this year is whether or not this can be maintained.
13. 2020 Chair-Elect's goals for the Section	
a. Please list your top 3 goals:	To be more transparent with our board and membership
	Create / strengthen more partnerships in and outside the ACS community
	Increase activities to bridge the gap and open the doors to K-12 teachers & our diverse membership
b. What are your concerns and challenges?*	<p>Although the section is well known and has maintained excellent in many areas, we still struggle to reach out and get all of our membership to want to participate. Our membership seems to be declining. Slowly younger members are slowly coming on board, but the board is mainly retired or industrial and mainly higher education academics. I hope for more diversity, however, the other issue is that I am not the typical mold for a chair. I am a high school teacher and worry that my perspective may not be fully welcomed at times or fear that I will overlook an area that has always supported the organization. I know I can hold my own, but worry about the thoughts of some of our more mature board members.</p> <p>I believe in the the organization and my passion is chemistry and would love for our group to think outside the box to come up with solutions, This will make some if not most uncomfortable. I think we get too comfortable with things and tradition. Times are changing and we need to be open, try things and realize we will never know if it will work without trying. We will not even excel without failure. I fear some members will think it something does not work right way, we need to go back to the status quo.</p> <p>I fear the continuation of small size committees, not listening to new ideas, poor communications at times within groups, and getting more involvement will continue, hamper the growth and potential of the section. I don't want the section to settle for status quo and would love to keep growing. With the advent of a new governance and the assignment of new individuals to the different committees, I hope everyone gives it their best and remembers it will take more than one year to see if this will work. The hope is that veteran members will mentor and help the system to work / grow and that it takes an open line of communication, allowing ideas to be tried and new does not mean the traditional way was bad.</p>
14. Does the Local Section have a Vision and/or Mission Statement?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
15. What was the date of the last Local Section strategic planning session?*	8/31/2019

## Local Section Administration Form - Organization

1. Did your local section have active coordinators for the following?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
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<p>a. If the response to 1 (above question) is YES, please select the activity and enter the coordinators name.</p>	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> <td>Inessa Miller</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget/Finance</td> <td>Fran Kravitz, Tim Marin</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Career assistance/Employment</td> <td>Vince Hradil, Fran Kravitz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Chemistry Olympiad</td> <td>Paul Brandt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Community Activities</td> <td>Avrom Litin, Raj Govindarajan</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Continuing Education</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Educational</td> <td>Fran Kravitz, Amber Arzadon, Sherri Rukes, Russ Kohnken, Bob Chapman, Bernie San</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>EHS</td> <td>Irene Cesa</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Environmental</td> <td>Irene Cesa</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Government Affairs</td> <td>Mike Koehler</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Industry Relations</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Strategic Planning</td> <td>Susan Shih, Tim Marin</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Membership/Membership Retention</td> <td>Josh Kurutz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Mentoring</td> <td>many executive committee members</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Minority Affairs</td> <td>Charles Cannon</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Newsletter/Publications</td> <td>Peggy Schott, Paul Brandt</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Nominations</td> <td>Rebecca Weiner</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Professional Relations</td> <td>Vince Hradil, Fran Kravitz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Project SEED</td> <td>Raelynn Miller</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Public Relations</td> <td>Russ Johnson</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Senior Chemists</td> <td>Louis DeFelippi</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Women Chemists</td> <td>Rebecca Weiner</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Younger Chemists</td> <td>Joel Schoenberg, Mona Sofalee</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Other</td> <td>Development - Alissa Potts, Bosky Soni Hospitality - Richard Cornell House - Simonida Grubjesic, Ilana Lemberger Program - Andrea Twiss-Brooks</td> </tr> </table>	<input checked="" type="checkbox"/>	Awards	Inessa Miller	<input checked="" type="checkbox"/>	Budget/Finance	Fran Kravitz, Tim Marin	<input checked="" type="checkbox"/>	Career assistance/Employment	Vince Hradil, Fran Kravitz	<input checked="" type="checkbox"/>	Chemistry Olympiad	Paul Brandt	<input checked="" type="checkbox"/>	Community Activities	Avrom Litin, Raj Govindarajan	<input type="checkbox"/>	Continuing Education		<input checked="" type="checkbox"/>	Educational	Fran Kravitz, Amber Arzadon, Sherri Rukes, Russ Kohnken, Bob Chapman, Bernie San	<input checked="" type="checkbox"/>	EHS	Irene Cesa	<input checked="" type="checkbox"/>	Environmental	Irene Cesa	<input checked="" type="checkbox"/>	Government Affairs	Mike Koehler	<input type="checkbox"/>	Industry Relations		<input checked="" type="checkbox"/>	Strategic Planning	Susan Shih, Tim Marin	<input checked="" type="checkbox"/>	Membership/Membership Retention	Josh Kurutz	<input checked="" type="checkbox"/>	Mentoring	many executive committee members	<input checked="" type="checkbox"/>	Minority Affairs	Charles Cannon	<input checked="" type="checkbox"/>	Newsletter/Publications	Peggy Schott, Paul Brandt	<input checked="" type="checkbox"/>	Nominations	Rebecca Weiner	<input checked="" type="checkbox"/>	Professional Relations	Vince Hradil, Fran Kravitz	<input checked="" type="checkbox"/>	Project SEED	Raelynn Miller	<input checked="" type="checkbox"/>	Public Relations	Russ Johnson	<input checked="" type="checkbox"/>	Senior Chemists	Louis DeFelippi	<input checked="" type="checkbox"/>	Women Chemists	Rebecca Weiner	<input checked="" type="checkbox"/>	Younger Chemists	Joel Schoenberg, Mona Sofalee	<input checked="" type="checkbox"/>	Other	Development - Alissa Potts, Bosky Soni Hospitality - Richard Cornell House - Simonida Grubjesic, Ilana Lemberger Program - Andrea Twiss-Brooks
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2. How many subsections were active in your local section during 2019?*	0																																																																								
3. How many subsection meetings were held by your local section during 2019?*	0																																																																								
4. How many topical groups were active in your local section during 2019?*	0																																																																								
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6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2019?*	<input type="radio"/> Yes <input checked="" type="radio"/> No																																																																								
7. How many dues-paying affiliate members were in your local section during 2019?*	0																																																																								
8. What was the approximate number of active volunteers in your local section during 2019?*	100																																																																								
9. Please estimate the number of new volunteers in your local section during 2019?*	50																																																																								
10. Please indicate all the ways that your local section recognized volunteers during 2019.* (Check all that apply.)	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Certificates</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Awards</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Letter to volunteer supervisor</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Letter to volunteer</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Recognition at an event</td> </tr> </table>	<input type="checkbox"/>	Certificates	<input checked="" type="checkbox"/>	Awards	<input type="checkbox"/>	Letter to volunteer supervisor	<input checked="" type="checkbox"/>	Letter to volunteer	<input checked="" type="checkbox"/>	Recognition at an event																																																														
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	<input checked="" type="checkbox"/> Recognition on web
	<input checked="" type="checkbox"/> Recognition in newsletter
	<input type="checkbox"/> Other -

## Local Section Administration Form - Communications

1. How many local section meetings were held during 2019?*	10
2. On average, how many members attended a local section meeting during 2019?*	50
3. How did Councilors report to your local section members about national ACS matters during 2019?*(Check all that apply.)	<input type="checkbox"/> At a section meeting <input checked="" type="checkbox"/> At an executive committee meeting <input checked="" type="checkbox"/> In the newsletter <input checked="" type="checkbox"/> On the local section web site <input checked="" type="checkbox"/> In an email <input type="checkbox"/> Other -
4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. How does the sections leadership communicate information to its members (including social media channels)?*	Communications primarily occur (to all section members) via our monthly newsletter, the Chemical Bulletin, and regular emails. We maintain social media posts through Facebook, Twitter, Instagram, and LinkedIn, which are typically updated on a weekly basis. Other communication occurs face-to-face at monthly program meetings.
5a How Often do these communications occur:	
5a1 Number of newsletters published:*	10
5a2 Number of meeting notices:*	40
6. What social media does your local section use? (If selected, please provide the link.)	<input checked="" type="checkbox"/> Facebook <a href="https://www.facebook.com/ChicagoACS/">https://www.facebook.com/ChicagoACS/</a> <input checked="" type="checkbox"/> Twitter <a href="https://twitter.com/ChicagoACS">https://twitter.com/ChicagoACS</a> <input checked="" type="checkbox"/> LinkedIn <a href="https://www.linkedin.com/company/chicago-section-american-chem/about/">https://www.linkedin.com/company/chicago-section-american-chem/about/</a> <input checked="" type="checkbox"/> Other Instagram - will not allow me to past link
7. Did your local section have a website during 2019?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
7a. If the answer to 7 (above question) is YES, what was the URL for your local section's website?	<a href="https://chicagoacs.org/">https://chicagoacs.org/</a>
8. Did your local section post its Annual Report on your website during 2019?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Local Section Administration Form - Nomination

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award.*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2019 activities to support your nomination.	<p>The number of people serving on our Board of Directors and various committees expanded considerably. We recruited a dozen new volunteers who are serving in various roles to bring fresh perspective and new energy. In doing so, we purposefully reached out to women chemists in the Chicago ACS community, and this has diversified us considerably as women constitute the majority of our new volunteers. To aid in orientation and retention on our board and committees and spread an aura of welcome, folks new to our operations have each been assigned a personal mentor who is a veteran, senior member of the board. These mentors engage our new volunteers in explaining policies and procedures and informing them on our annual cycle of activities.</p> <p>We made it a goal for 2019 to engage in much needed strategic planning, and many months of diligent discussions were held by our Strategic Planning Team. As a result, a new modernized and streamlined board structure was unanimously approved by the board, along</p>

	<p>with the associated changes to our Policy Declarations. Five divisions will now compose the Chicago ACS board – Administration, Communication, Education &amp; Outreach, Membership, and Science. Our various committees have been grouped within this division structure where common themes, goals, and purposes align. Within this structure, we have eliminated “committees of 1,” where goals are tough to achieve due to a deficiency of people assigned to them. We have purposefully included a means for succession planning for our Committee Chair and Division Chair roles and a mentoring strategy for the people working within them. This new structure was instituted in January of 2020, hopefully bringing us newfound efficiency, impact, and effectiveness.</p> <p>We have adopted a new culture to promote laboratory safety using a “Safety First Minute.” This entails a very brief presentation at all our board meetings and program meetings that educates on a safety-related item. The information contained in these presentations has been included each month in the Chemical Bulletin.</p> <p>We continue to maintain a record of accomplishment that demonstrates our impact. We are honored to be the recipients of two ChemLuminary Awards in 2019 for Most Innovative New Activity or Program and Local Section Government Affairs.</p> <p>Our monthly program events have been well attended and we have been blessed by a variety of excellent program speakers. Our programs were highlighted by presentation of the Gibbs Medal to Marcetta Darenbourg and the Basolo Medal to Kim Dunbar. Northwestern University hosted our National Chemistry Week activities, in which over 50 volunteers from a variety of organizations – academic, industrial, and government – came together for an excellent public outreach event, where two dozen family-friendly chemistry demonstrations were showcased, primarily by various Chicago-area ACS student chapters.</p>
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## Local Section Administration Form - Supporting Materials

File Name	File Size	Brief Description
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## Local Section Administration Form - Approval

Comments

☒ Approved & Submit for Review

Russell Johnson

02/13/2020

*This form has been submitted for your approval. Please review each tab for completeness and accuracy, make any necessary edits, and save all changes before approving this form. After the form is approved, it will be submitted for review. The approved form will be placed in read only mode and no additional edits will be allowed. Your approval will submit this form as part of your official annual report to ACS.*

## Local Section Administration Form - Reasons for Return

Approver Return Comments

Contributor Return Comments

Reviewer Return Comments

---- END OF REPORT ----